

ADDENDUM I

DATE: June 15, 2021

FOR

RFP #321136

STRATEGIC PLANNING SERVICES

FOR MISSOURI SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

DATED: June 3, 2021

The questions listed below were received from potential respondents. The corresponding answers are being provided by the requesting department and UM Procurement. The entitled specifications are modified as follows and except as set forth herein remain unchanged and in full force and effect:

1. Question - Certain aspects of the RFP hint at a desire by SBDC to find a partner to lead an effort to *identify and recommend the best strategic plan* for the organization, rather than a partner to assist the SBDC in *determining where you all want to go via facilitation*. Does this distinction resonate with you? If so, which type of partnership are you seeking?

Answer - [The Missouri SBDC is seeking a vendor that can facilitate and walk our SBDC team through the strategic planning process for the organization. Through facilitated discussions the SBDC team will identify and come to an agreement on the best strategic plan. The vendor/partner will facilitate and put together the plan based on the conversations and agreed upon direction by the SBDC team.](#)

2. Question - There are certain aspects of the RFP I believe we could be excellent partners in fulfilling—such as mission, vision, key drivers, strategic planning and facilitation, and KPIs—while there are others that fall outside of our core services—such as environmental scanning and market research. Is SBDC open to working with more than one vendor to meet the needs of the RFP or is it a requirement that all services be provided by a single vendor?

Answer - [The Missouri SBDC will contract with one vendor through the RFP.](#)

[If the vendor chooses to use vendors outside their company, then all of those agreements need to be made between the vendor and others they might work with. MU/SBDC will only work with one vendor. The market research and environmental scan are essential parts of strategic planning so there is a clear understanding of our overall marketplace, enabling us to identify opportunities, threats, strengths and weaknesses. This is only one piece of the overall strategic plan. If a vendor were to outsource the market research they should do so outside of MU/SBDC and pay all related expenses.](#)

[If those submitting proposals will be contracting elements of services that must be clearly stated in the proposal for those specific services and separately addressed in the budget.](#)

3. Question - Do you mind sharing a copy of the Missouri SBDC's most recent strategic plan with the proposing entities?

Answer – The Missouri SBDC has used the Kaplan/Norton Balanced Scorecard approach in the past. [See attached Strategy Map.](#)

4. Question - Is there an approximate budget or fee range anticipated for the work?

Answer – The SBDC does not have a pre-determined budget for this work. Respondents are encouraged to bring forward your best proposal and budget.

5. Question - Can you elaborate on the types of services that might be included in the contract extensions? Would this be considered ongoing implementation support?

Answer – Ongoing implementation support might be a possibility and considered on an ongoing basis, however this support is NOT to be included in the proposal.

It would be allowable for those submitting proposals to indicate what the ongoing support would be per hour, as a separate line on the Proposal Form, and not included in the budget for services on the project.

6. Question - Would the University of Missouri provide support for the distribution of stakeholder surveys? -or- Are there existing surveys of businesses/clients that we could use in our research?

Answer – The Missouri SBDC can provide, in aggregate, existing client survey responses and general client information that does not directly distinguish who the clients are.

7. Question - Will face-to-face sessions be held in Columbia? Where is the work to be performed?

Answer - Face to face sessions will take place in the Columbia, MO area or the central region of the state (ex. Lake of the Ozarks, Jefferson City)

8. Question - Can you share the evaluation criteria and scoring system that will be used for proposal selection?

Answer – Weighted scoring of the Desirable Section has not been determined yet. Responded are encouraged to respond to all criteria in this section.

9. Question - On page 16, Section 7, Evaluation and Criteria for Award of Proposals: What areas are being evaluated, and what are the maximum percentages or points are assigned to the evaluation criteria?

Answer - Weighted scoring of the Desirable Section has not been determined yet. Responded are encouraged to respond to all criteria in this section.

10. Question - Has work similar to this been done in the past, and if so:

Answer: Previous strategic planning has been developed, facilitated, and managed within the Missouri SBDC.

a) Did a consultant help develop the previous Strategic Plan? No.

b) Are they still working with the University and being considered for this work? No.

11. Question - How recent do references have to be? Is within the last 5 years acceptable?

Answer – Yes, references within the past 5 years is acceptable.

12. Question - When will the University know whether it has received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract?
Answer – [SBDC’s budget is set by the Federal Government and typically is finalized by November of each year.](#)
13. Question – Where and when will the answers to these questions be posted?
Answer – [The answers to these questions are being sent via email to the original distribution list, and posted to the University’s Open Bids website.](#)
14. Question - Is the SBDC agreeable to the work being performed virtually using Microsoft Team, Zoom, and/or other similar software services?
Answer – [Yes, the Missouri SBDC is agreeable to have some work performed virtually, however it is stated in the RFP that two planning sessions be conducted in-person.](#)
15. Question - What is the completion date for the project in the first contract year?
Answer – [The project is to be completed by November 30, 2021](#)
16. Question - Is the University of Missouri agreeable to reasonable contract negotiations with the supplier?
Answer – [Yes, if the terms and conditions outlined in the Request for Proposal are not acceptable to the respondent, the University is willing to review modifications and negotiate acceptable contract language.](#)
17. Question - How many employees work at the SBDC?
Answer – [Approximately 66 individuals work on the SBDC grant. This includes full-time, part-time, and student employees.](#)
18. Question - How many SBDC employees will participate in the strategic planning process?
Answer – [Missouri SBDC Lead Center leadership and Center Directors will be participating in the strategic planning process, approximately 20 individuals.](#)
19. Question - Was the last strategic plan developed in 2017 or 2018?
Answer – [The current plan was updated in 2018. It is a 3-year plan for 2019-2021.](#)
20. Question - How many centers are there in Missouri?
Answer – [You may find information on the number and location of SBDC Centers located in Missouri at: \[www.missourisbdc.org\]\(http://www.missourisbdc.org\)](#)
21. Question - Will you accept corporate strategic planning experience as well?
Answer – [Yes.](#)

Addendum Prepared by:

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Missouri SBDC Strategy Map 2019-2021

QUANTIFIED VISION STATEMENT:

By the end of 2021, while maintaining our focus on start-ups, stage 2 clients will make up 9% of our active client portfolio, 45% of our counseling clients will have reportable impact and 20% of our training attendees will be receiving training online or remotely.

MISSION:

The Missouri SBDC accelerates the growth of Missouri's economy by helping businesses thrive through coaching, technical assistance and training to current and future business leaders while leveraging partner resources.

VISION STATEMENT:

Ultimately, through results driven performance and collaboration with clients, partners, and stakeholders, the Missouri SBDC will be the most respected program in the country serving businesses.

VALUES:

Responsive to client and stakeholder needs ■ Client focused ■ Verifiable results creating stakeholder value ■ Committed to continuous improvement ■ Collaboration is fundamental ■ Ethical ■ Respect shown to all

